

Public Works Research Institute (PWRI) National Graduate Institute for Policy Studies (GRIPS)

as of December 2017

APPLICATION GUIDE **DISASTER MANAGEMENT PROGRAM (PH.D.) 2018-2019**

1. Objectives

Water-related disasters are intensifying in frequency and magnitude due to such worldwide phenomena as urbanization, industrialization, and climate change. These disasters cause devastating loss of human life and livelihood, and seriously impede economic development.

It is increasingly evident that capacity development and human empowerment are the necessary foundation to ensure that societies are resilient against disasters and capable of sustainable development. In order to enhance that foundation, it is urgent that countries increase their capacity to train researchers, educators and strategy/policy specialists in risk management.

In the interest of supporting countries in such capacity building, the National Graduate Institute for Policy Studies (GRIPS) and the International Centre for Water Hazard and Risk Management (ICHARM) of the Public Works Research Institute (PWRI) jointly launched a Ph.D. program in October 2010. The broad aim of the program is to nurture professionals who can train researchers and take leadership in planning and implementation of national and international strategy and water-related risk management policy.

2. Target Group

Technical officials, engineers, and researchers in the fields of water-related disasters and disaster risk management policy in developing countries. After completing the program, graduates are expected to hold leadership positions in water-related disaster management.

3. Financial Support

1. ICHARM Research Assistantship

PWRI is calling for applications for ICHARM Research Assistantship positions. Students employed in the positions will work at ICHARM as ICHARM Research Assistants. This is an excellent opportunity to advance one's learning and experience the practical work of ICHARM while carrying out one's own research. Those interested in the assistantship should visit the PWRI website for further information.

http://www.icharm.pwri.go.jp/training/phd/phd_index.html

2. Scholarship under the JICA AUN/SEED-Net

Those interested in the scholarship should visit the JICA AUN/SEED-Net website for further information.

<http://www.seed-net.org/application-forms/>

4. Enrollment Limit

This Ph.D. program will accept one to three students per year.

5. Admission

The National Graduate Institute for Policy Studies (GRIPS) offers a three-year Ph.D. program admitting doctoral students in October.

To be eligible for admission to the program, an applicant must have research or practical experiences of more than one year in the field of water-related risk management in organizations including universities, or have written a Master's thesis related to water-related risk management.

6. The Application Process

Selection for admission is based on the evaluation of supporting documents submitted. Before starting your application, please carefully review the following application process.

You will NOT be registered as an applicant until we have received all of your supporting documents by post.

If you have applied to GRIPS in previous years and wish to reapply this year, any supporting documents you submitted previously cannot be used for this year's application.

Please note that if you provide any false or misleading statement or incomplete or inaccurate information in your application, your application may not be screened, you may be denied admission or, if you have been admitted, you may be dismissed from GRIPS.

Ensure that all supporting documents meet our requirements (see Section 7). Send the required supporting documents to the Admissions Office by post. Walk-in submissions will not be accepted.

Admissions Office
National Graduate Institute for Policy Studies (GRIPS)
7-22-1 Roppongi, Minato-ku, Tokyo, 106-8677, JAPAN
TEL: +81-3-6439-6046

All of your supporting documents must reach GRIPS by the designated deadline. It is your responsibility to prepare all supporting documents far enough in advance so as to meet the designated deadline. Incomplete applications and applications received after the deadline will not be considered.

Deadline: March 2, 2018

Applicants are responsible for the timely delivery to GRIPS of all required documents. We strongly recommend that you send the documents by registered mail or courier service (e.g., EMS, FedEx, DHL) well ahead of the deadline.

Applicants must send all required supporting documents, except for the original TOEFL/IELTS test score(s) and in some cases letters of recommendation, together in one package. Make sure to write your name on the envelope. In extenuating circumstances you may have your official transcripts and certificates of graduation/degree sent directly to us by the registrar. In such cases, please enclose a memo with your application explaining the circumstances.

All materials submitted by an applicant become the property of PWRI and GRIPS and will not be returned. Please make sure to keep one copy of your application for your records.

We sometimes e-mail applicants to request or clarify information and we often need a quick response. Provide an e-mail address that you will check regularly and keep it until you enroll. Update your spam filters to ensure that you receive all GRIPS communications.

All personal information that we receive from applicants will be used solely for the purposes of admissions screening, collecting statistical information, student registration, educational affairs, and collection of tuition. All information provided by applicants in their applications and supporting documents will remain confidential.

Please be informed that this guide is only for applicants who are residing in countries other than Japan. If you reside in Japan during the period from the time of application until admission, you are considered a domestic applicant. You should contact the Admissions Office to seek information about the domestic application process prior to applying.

If you plan to move to Japan or leave Japan in the near future, you should contact the Admissions Office for clarification prior to applying.

7. Supporting Documents

All documents must be in English. Documents in languages other than English must be accompanied by an official translation. To be official, the translation must have been done by the organization issuing the document or by an accredited translator. We will not accept your own translations.

Supporting documents, which can be prepared solely by the applicant, should be typed or printed wherever possible (A4 size paper and single-sided printing are preferable). If circumstances require, documents legibly handwritten with a pen or a ballpoint pen are acceptable.

If for some reason (e.g. marriage) your current name is different from that on the document(s) you submit, please submit official documentation of that reason (e.g. marriage certificate).

Faxed documents or digital copies sent by e-mail will not be accepted.

Do not attach any additional documents apart from the items listed below.

- Application for admission** (use the designated form)
- 1 clear photograph of your face** (30 x 40 mm)
Please paste the photograph onto the application for admission.
- 2 letters of recommendation** (use the designated form)
Your letters of recommendation must be written by faculty members or job supervisors who are familiar with your academic and/or professional abilities. Ideally, one recommendation letter should come from a former professor or an academic supervisor.

You are required to obtain the letters from your recommenders using the designated form and submit them by post along with the rest of your supporting documents, all in one package. Each of your letters must contain both of the two A4 pages provided. Letters submitted that do not use our designated forms will not be accepted. They must be submitted in sealed, unopened envelopes signed across the flap by the recommender. For details, please see the explanation on the designated form.

- Certificate of employment** (use the designated form)
You are required to submit this if you are currently employed.

You are required to obtain a certificate (including a leave of absence approval, if applicable) from your employer using the designated form and submit it by post along with the rest of your supporting documents, all in one package. For details on required contents, please see the explanation on the designated form.

New graduates and those not currently employed need not submit this document.

- Official transcripts of academic record and graduation/degree certificates**
You must submit by post official transcripts and graduation/degree certificates from all undergraduate and graduate institutions attended. These must be documents issued by the university and bearing the seal or signature of the registrar, and they must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities. You should request and receive your official transcripts and graduation/degree certificates from your university.

- **Official transcripts of academic record**

Official transcripts should contain the following information: the name of the degree program/course, the enrollment period, the names of all courses taken and grades received, and the grading scale. It is helpful to have the student's rank in class included in the information. If you are currently attending a university, please submit your most recent transcript.

- **Official graduation/degree certificates**

Official certificates should state the name of your degree and the date the degree was awarded. If you are currently attending a university, you must submit an authorized statement of expected graduation certifying the specific date of graduation and the title of the expected degree upon completion of the program. Do not send your original diploma, as documents will not be returned.

Important notes

- Transcripts/certificates that have been opened are not acceptable.
- Transcripts/certificates without the institution's official stamp or the signature of the registrar are not acceptable.
- If a university has a policy not to issue more than one official transcript/certificate, you may submit photocopies verified by the university. These must be submitted in sealed, unopened envelopes with the university logo and address noted; the envelopes must be signed or stamped across the flap by the issuing school authorities.
- If a university cannot issue an official English transcript/certificate, you are required to submit both an official transcript/certificate (photocopies are not acceptable), written in its original language and bearing the institution's stamp or the signature of the registrar, and an official English translation of the document, prepared by an accredited translator.
- If official transcripts do not include the grading scale, you are required to request the university to issue an official letter providing the details of the grading scale. That letter should be enclosed in the same envelope as the transcripts.
- Provisional or temporary graduation/degree certificates are not acceptable.
- If you attended a partnership/affiliated/associated institution, please submit an official document certifying the relationship between the degree awarding institution and institution where the education was actually conducted; the document must be issued by the degree awarding institution.

Official evidence of English ability

One of the following test scores is required:

1. TOEFL iBT: 79 or higher
2. IELTS Academic: 6.0 or higher

Test scores must be sent directly to us by post from the test center (GRIPS institution code for TOEFL is 9040). Test scores sent by applicants will not be accepted. Please note that English test scores are valid for two years from the test date, and therefore, tests must have been taken within two years of the time of enrollment. TOEFL PBT, revised TOEFL Paper-delivered Test and TOEFL ITP scores are not acceptable.

How to apply for a waiver of the English language proficiency requirement (Please note that there are two categories in our English test exemption policy.)

Category 1: Applicants who have completed or expect to complete an undergraduate or graduate degree at an accredited institution located in the USA, the UK, Canada, Australia, New Zealand, or Ireland will be automatically exempted from submitting an English test score.

Category 2: Applicants who have completed or expect to complete an undergraduate or graduate degree at an institution where the language of instruction is English may request a waiver of the English language proficiency requirement. If you wish to apply for such a waiver, you must submit, as evidence, official documents issued by the educational institution you attended, certifying that your undergraduate or graduate education was conducted entirely in English. This document must be issued by the university and bear the seal or signature of the registrar, and it must be submitted in a sealed, unopened envelope with the university logo and address noted; the envelope must be signed or stamped across the flap by the issuing school authority.

Please note that the granting of your language waiver request is at the discretion of our screening committee and that your request for a language waiver will be considered at the time of screening. This means that there is a possibility that your waiver request will be denied. If possible, we strongly recommend you to take a TOEFL or IELTS test prior to your application.

Statement of purpose (use the designated form)

For details on required content, please see the explanation on the designated form.

Research proposal (use the designated form)

For details on required content, please see the explanation on the designated form.

Hard copy of your master's thesis or equivalent

If your master's thesis or its equivalent was written in a language other than English, please prepare and submit an English version of the abstract. In this case, you do not need to submit your master's thesis or its equivalent.

If you are currently a student, you can submit the thesis you have been working on even if it is incomplete. If you think it is not enough, you can also submit a term paper or some other paper related to your research. If

your master's program does not require a thesis, you can submit a paper that you wrote during your study and that is related to your area of research.

- Application for ICHARM Research Assistantship position at ICHARM** (if applicable)

For further information, please visit the PWRI website:

http://www.icharm.pwri.go.jp/training/phd/phd_index.html

- Acceptance letter from the JICA AUN/SEED-Net** (if applicable)

For further information, please visit the JICA AUN/SEED-Net website:

<http://www.seed-net.org/application-forms/>

- Financial statement**

A financial statement is required if you do not apply for an ICHARM Research Assistantship position or the scholarship under the JICA AUN/SEED-Net.

Please submit one of the following documents showing that you have the necessary funds to cover the total cost of study (tuition and living expenses in Japan) by post along with the rest of your supporting documents, all in one package. The total cost of study has been estimated at JPY 2,700,000 for the first year. This amount may change slightly in subsequent years.

1. An original bank statement or an original letter from a bank dated within the past two months showing the necessary funds in Japanese yen or US dollars.
2. An original award letter from a scholarship provider showing the total sum of the scholarship in Japanese yen or US dollars as well as the general terms and conditions of the scholarship.
3. An original statement from a sponsor (such as a relative) indicating the sponsor's ability and willingness to provide you with the necessary funds. The sponsor needs to provide proof of the necessary funds in the form of an original bank statement or an original letter from a bank dated within the past two months and showing the necessary funds in Japanese yen or US dollars.

A hard copy of a screen shot from a bank website will not be accepted.

- Application fee**

An application fee is required, due upon request from GRIPS, in the amount of JPY 30,000.

Please DO NOT pay the fee before we advise you to do so. If the application fee has been paid and the application has been received by us, the fee will not be returned for any reason.

The application fee must be paid by bank transfer to the account shown below. All applicable transfer charges will be borne by the applicant.

Bank name: Sumitomo Mitsui Banking Corporation
Branch name: Tokyo Koumubu, Japan 096
Account number: 151884
Account name: The National Graduate Institute for Policy Studies
Swift code (BIC code): SMBCJPJT

8. Fees and Tuition Expenses

What	How much	How often	Due date
Application Fee	30,000 yen	Once	Upon request from GRIPS
Admission Fee	282,000 yen	Once	At the time of enrollment
Tuition	535,800 yen	Yearly	Divided into two installments, due October 31 & April 30

*Transaction fees and other handling charges must be paid by the applicants. Please refer to 3. Financial Support.

9. After You Apply

Notify GRIPS of any changes

You must notify GRIPS by e-mail as soon as possible of any changes in your application that may occur after you have completed your application. In case of any changes in your employment information (e.g., promotion, transfer), you must submit a certificate of employment that certifies your new status within 30 days, using the designated form, by post.

Admissions results

The final results of screening are announced by the end of June 2018 by e-mail. Both successful and unsuccessful applicants receive the notification e-mail.

We do not respond to any individual inquiries about reasons for non-acceptance.

Admissions inquiries

If you have any questions or need further information, do not hesitate to contact us.

E-mail: admissions@grips.ac.jp

Public Works Research Institute (PWRI)
National Graduate Institute for Policy Studies (GRIPS)

For GRIPS use: Application ID

APPLICATION FOR ADMISSION
TO DISASTER MANAGEMENT PROGRAM (PH.D.) 2018-2019

(Please type or print, and use normal text, NOT "ALL CAPITAL LETTERS.")

Please complete each section as fully and accurately as possible. Please respond to all questions. The information you provide is essential in reviewing your application. Please note that if you provide any false or misleading statement or incomplete or inaccurate information in your application, your application may not be screened, you may be denied admission or, if you have been admitted, you may be dismissed from GRIPS.

Photograph
Please write your name
on the back of the
photo.
(30 x 40 mm)

PERSONAL DATA

1. Full name: _____
As written in your passport, from left to right, top to bottom (English alphabet only)
2. Date of birth: _____ 3. Age (as of October 1, 2018): _____
Month/Day/Year
4. Gender: Male Female 5. Marital Status: Single Married
6. Nationality: _____
7. Present employer (name of organization): _____
(Does your organization belong to a central or regional authority? Central Regional Neither)
(Upon admission to GRIPS, I will be given study leave by my employer. I will quit my job.)
8. Present position, department/section: _____
9. Work address: _____
Postal code: _____ Country: _____
TEL: _____ - _____ FAX: _____ - _____
Country code - complete number Country code - complete number
10. Residential address: _____
Postal code: _____ Country: _____
TEL: _____ - _____ FAX: _____ - _____
Country code - complete number Country code - complete number
11. Preferred mailing address:
 Work Residence Other, namely (Fill in the following fields.)
Address: _____
Postal code: _____ Country: _____
TEL: _____ - _____ FAX: _____ - _____
Country code - complete number Country code - complete number
12. E-mail 1: _____
E-mail 2: _____

APPLICATION INFORMATION

13. List the names of the undergraduate and graduate institutions you attended or are currently attending. Enter the names of the degrees you received and the dates of enrollment at each institution. If your official transcript of academic records or graduation/degree certificate states your GPA, honors, class, or rank, enter this information as it is shown in your transcript or certificate. The field(s) "Year & month of graduation" must be completed in accordance with the date(s) on which your degree(s) was (were) awarded/conferred, as stated in your official graduation/degree certificate(s). If there is insufficient space for entering all the institutions you have attended, please add new rows as needed.

From primary to secondary education (before tertiary education)	Period of attendance (from - to) Month Year	Duration of schooling
		years and months

Tertiary education	Full name of institution & city	Year & month of enrollment	Year & month of graduation	Duration of schooling	Name of degree	GPA (if available)	Honors/class/rank/division (if available)
Undergraduate level (Bachelor's)				years and months			
				years and months			
Graduate level (Master's/ Doctoral)				years and months			
				years and months			

Total number of years and months of schooling reported above as of October 1, 2018 * (from elementary education to undergraduate/graduate education inclusive)	years and months
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*Calculate and write the total number of years and months of schooling based on duration as a student (including extended leave such as summer vacation).

14. English proficiency:

One of the following test scores is required. Please note that English test scores are valid for two years from the test date, and therefore, **tests must have been taken within two years of the time of enrollment.**

TOEFL iBT: _____ The minimum acceptable test score is 79.
Score Month/Day/Year

IELTS Academic: _____ The minimum acceptable test score is 6.0.
Score Month/Day/Year

Other information: Undergraduate education instructed in English

Graduate education instructed in English

Location of the accredited institution where you have completed or expect to complete an undergraduate/graduate degree:

The USA, the UK, Canada, Australia, New Zealand, or Ireland

Other country

CERTIFICATION

I certify that to the best of my knowledge all information given above is correct and complete, and I understand that any omission or misinformation may invalidate my admission or result in dismissal.

Signature of the applicant

Month/Day/Year

Please submit this form to the Admissions Office along with other supporting documents by courier or registered mail.

Public Works Research Institute (PWRI)
National Graduate Institute for Policy Studies (GRIPS)

LETTER OF RECOMMENDATION 2018-2019

For GRIPS use: Application ID

TO THE APPLICANT: Please complete the section below and give this letter to two people who know you well. Have the recommender complete the form, put it in an envelope, seal the envelope, sign it across the flap, and return the letter to you. Include this letter with your application and all the other application materials when sending in your application.

Your name: _____
As written in your passport, from left to right, top to bottom (English alphabet only)

Recommender's name: _____

TO THE RECOMMENDER: Please write a recommendation letter for the above applicant, sign it, enclose it in an envelope, seal the envelope, and sign it across the flap. Return the sealed envelope to the applicant or send it directly to the GRIPS Admissions Office. This recommendation letter will remain confidential and will be used for application screening purposes only. You may attach additional sheets if the space provided is insufficient.

1. How long have you known the applicant? _____ years _____ months
2. In what capacity have you known the applicant?

3. How often have you interacted with the applicant?
 Daily Weekly Monthly Rarely
4. In comparison with other students/staff whom you have known in the same field, how would you rate the applicant's overall **academic** ability?
 Outstanding (top 5%)
 Excellent (top 10%)
 Good (top 20%)
 Average (top 50%)
 Below average (lower 50%)
 Unable to comment
5. In comparison with other students/staff whom you have known in the same field, how would you rate the applicant's overall **professional** ability?
 Outstanding (top 5%)
 Excellent (top 10%)
 Good (top 20%)
 Average (top 50%)
 Below average (lower 50%)
 Unable to comment
6. Please evaluate the applicant in the areas below as excellent, average, poor, or unable to comment.

	Excellent	Average	Poor	Unable to comment
Academic performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity & originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for graduate study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Discuss the applicant's competence in his/her field of study, as well as the applicant's career possibilities as a professional worker, researcher, or educator. In describing such attributes as motivation, intellectual potential, and maturity, please discuss both strong and weak points. Specific examples are more useful than generalizations.

8. Discuss the applicant's character and personality. Please comment on his/her social skills, emotional stability, leadership skills, and reliability.

9. **For university professors and instructors only**
Is the applicant's academic record indicative of the applicant's intellectual ability? If no, please explain.

10. Additional comments, if any.

11. How would you evaluate the applicant's overall suitability as a candidate for admission to a graduate program at the National Graduate Institute for Policy Studies?

Outstanding Good Average Poor

Name of person completing this form: _____

Position/title: _____

Name of organization: _____

Address: _____

TEL: _____ FAX: _____ E-mail: _____

Country code - complete number

Country code - complete number

Signature: _____ Date: _____

Month/Day/Year

Public Works Research Institute (PWRI)
National Graduate Institute for Policy Studies (GRIPS)

CERTIFICATE OF EMPLOYMENT 2018-2019

For GRIPS Use: Application ID

This form must be completed by, or under the authority of, the applicant's employer or equivalent official. Please note that the official stamp or seal of, and signature by, any person other than the above persons will be considered as invalid.

EMPLOYER DETAILS

Name of organization: _____

Address: _____

Postal code: _____

TEL: _____ FAX: _____ E-mail: _____

Country code - complete number

Country code - complete number

EMPLOYEE DETAILS

This is to certify that _____

Full name of applicant (as written in his/her passport)

has been employed by this organization from _____ to _____

Month/Day/Year

Month/Day/Year

Please write "Present" above if the person is on a permanent contract.

Present position, department/section: _____

Responsibilities: _____

Civil servant qualification (e.g., BCS, IAS, IRS, CSS), if applicable: _____

This applies to applicants from Bangladesh, India and Pakistan.

LEAVE OF ABSENCE APPROVAL

Please tick only one box below.

- I will approve a leave of absence for the above employee to study at GRIPS if he/she is admitted for a period of three years.
- I will not approve a leave of absence for the above employee to study at GRIPS if he/she is admitted.

Authorized person completing the form:

Name: _____

Position/Title: _____

Name of organization: _____

Signature: _____

Date: _____

Month/Day/Year

Please put an official stamp or seal in this space. If the official stamp or seal is in your local language and an English version is not available, please write its English translation in the margin of the form.

Public Works Research Institute (PWRI)
National Graduate Institute for Policy Studies (GRIPS)

STATEMENT OF PURPOSE 2018-2019

For GRIPS use: Application ID

Please state your purpose for studying at GRIPS, the area of study you wish to pursue, your short-term and long-term career goals, and how your qualifications and experience match the requirements of the program you are applying for. Summarize your present duties and responsibilities and describe how your studies at GRIPS might contribute to your career. If you are still in school, describe your future career aims and explain how your studies at GRIPS would help you achieve them. (300-500 words)

Public Works Research Institute (PWRI)
National Graduate Institute for Policy Studies (GRIPS)

RESEARCH PROPOSAL 2018-2019

For GRIPS use: Application ID

(Please write 2-4 pages in total; you can change the size of the boxes.)

Background (1-2 paragraphs, maximum 400 words)

Please describe a policy issue or issues you would like to address and their significance. Your description should include not only a description of your country, organization, or recent events, but also an analysis of the problem you plan to address and its importance. Your description should make clear the purpose of your study at GRIPS.

Research Question(s) (maximum 400 words)

Please state your research question(s).

Methodology (4-6 paragraphs, maximum 1200 words)

Please indicate the specific methodology you plan to use. Your description may include an explanation of the analytical framework, data, or statistical techniques you would like to use. Please provide sufficient detail so that we can determine the feasibility of your research plan.

Contribution/Policy Implications (2-4 paragraphs, maximum 800 words)

Please describe the expected output of your study and indicate how the results of your study can help solve the policy problem you described earlier.